Inter Office Memo

TO: Distribution

FROM: Chuck Phillips Chuck

SUBJECT: Revised Direct Account Decision Tree

DATE: February 13, 1996

The decision tree for Unintentional errors has been revised. The primary change is the reduction of the Category I payment by the percentage of misreported volume in situations where the account could not resubmit data.

Distribution
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51862 0838

Source: https://www.industrydocuments.ucsf.edu/docs/plpm0000

DECISION TREE
Direct Account Audits

Audit tests are designed to ascertain the reasonableness of data reported to RJRT and ensure compliance with the rules and procedures of the volume incentive program. Given the results of our testing, Internal Audit will develop an opinion on whether or not these objectives have been achieved.

In situations where we believe our audit objectives are not achieved (i.e., data is not correct and/or the account is not in compliance with the rules and procedures of the program), Internal Audit will assess the intent of the error(s). An error is deemed to be intentional if the data has been altered in a way that affects one company, one brand, or a specific brand style.

In situations where errors are noted, decisions trees have been developed to ensure consistent actions are taken for both intentional and unintentional errors.

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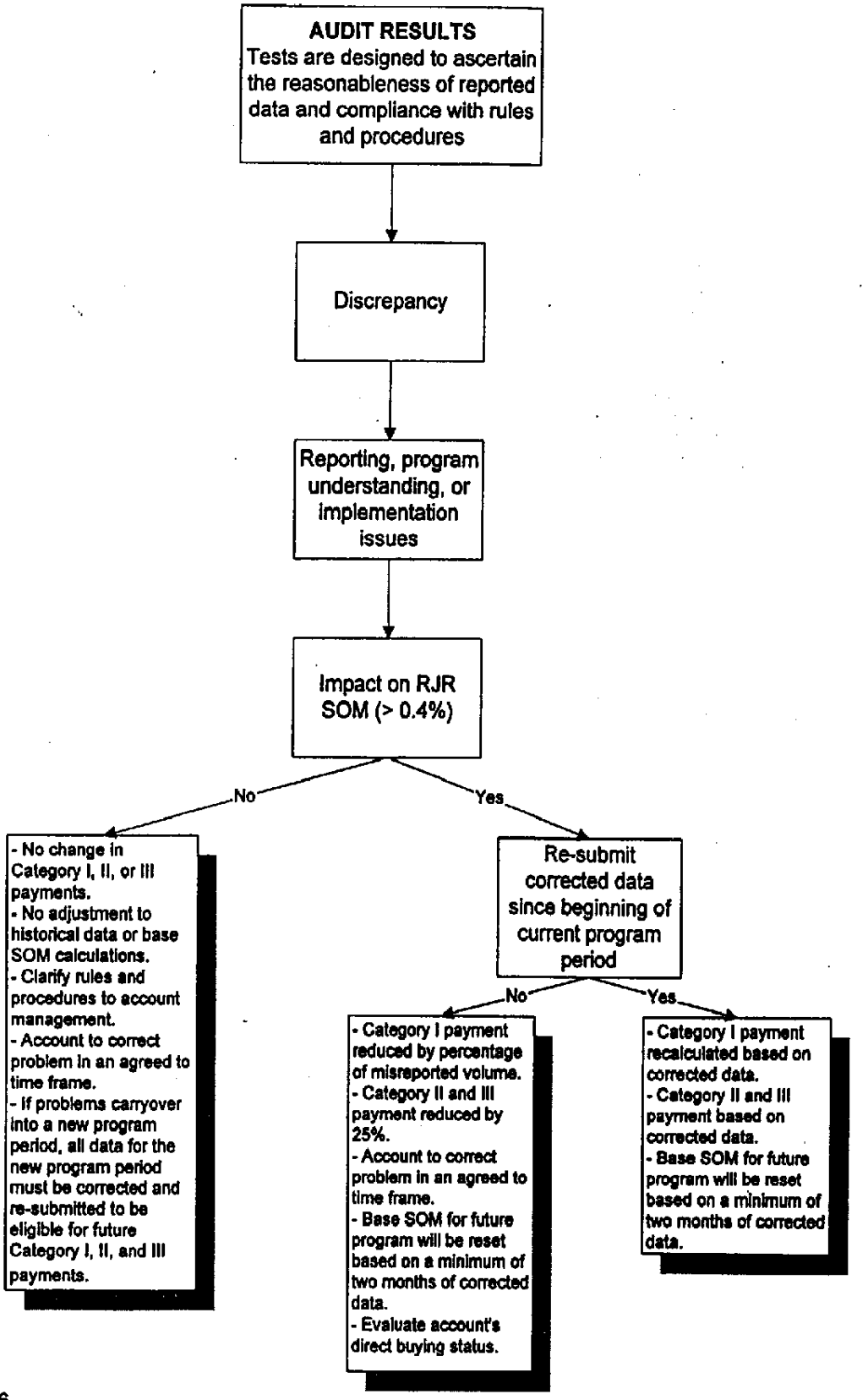
Source: https://www.industrydocuments.ucsf.edu/docs/plpm0000

UNINTENTIONAL ERRORS



February 13, 1996

NOTE: Completed programs require repayment of Category I (based on percentage of volume misreported) and 25% of Category II and III payments.

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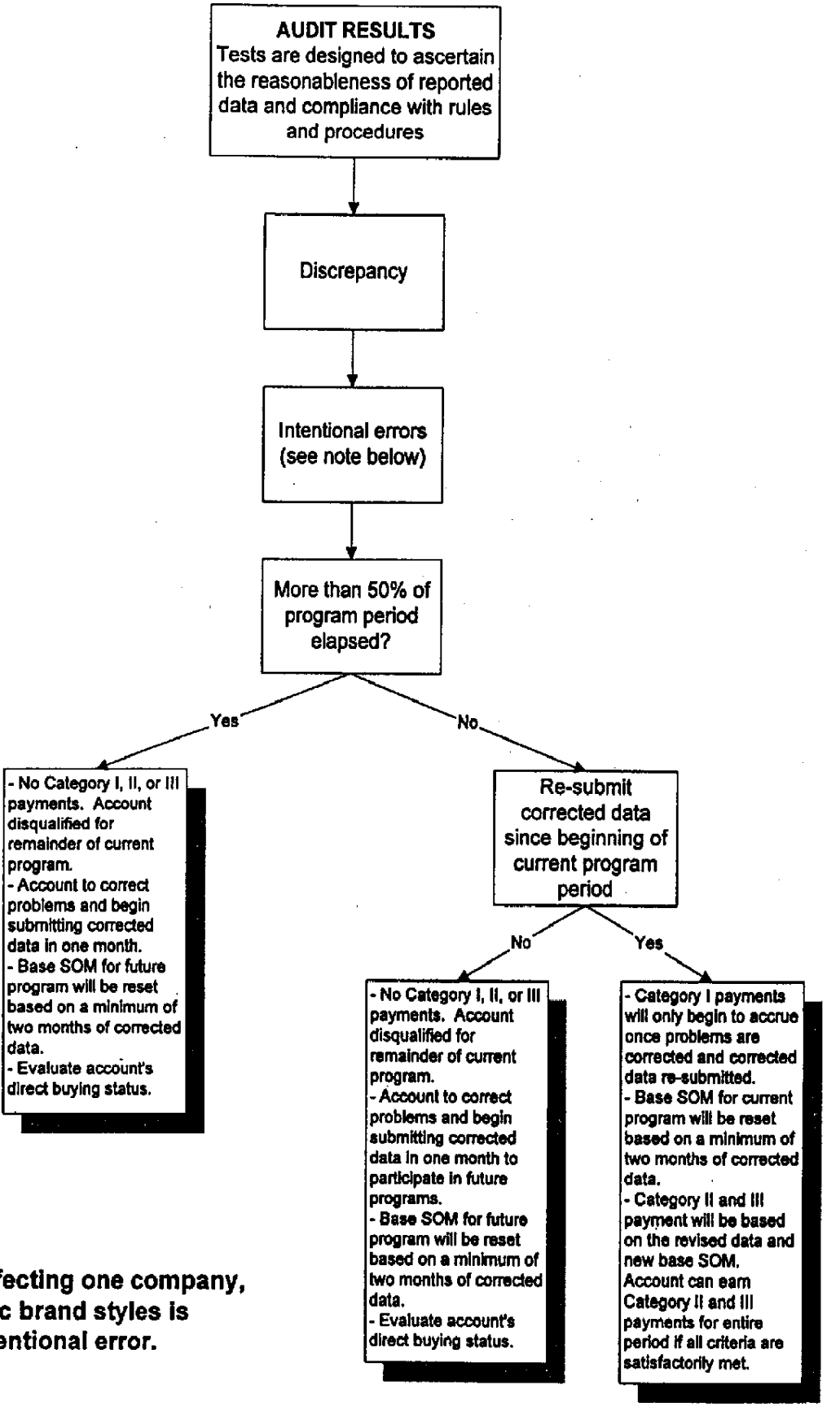
Source: https://www.industrydocuments.ucsf.edu/docs/plpm0000

INTENTIONAL ERRORS



Alteration of data affecting one company, one brand, or specfic brand styles is deemed to be an intentional error.

January 22, 1996

NOTE: Completed programs require repayment of Category I, II, and III payments.

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Source: https://www.industrydocuments.ucsf.edu/docs/plpm0000